

The HOMEWORDTM The Personal Word Processor Story

A guide to using your personal
word processor



Welcome to the world of HomeWord.

HomeWord is designed to lead you through all the steps of word processing with ease. This book will help; begin by browsing through it. You can use the table of contents and index to find specific things you want to know. Each page is labeled in the top corner to help you find what you're looking for. The audio tape that accompanies HomeWord, and the booklet that is a transcript of that tape, will guide you through the basics.

HomeWord will work on Atari Home Computers with 64K or 48K memory. HomeWord will automatically determine your computer's memory capacity and then operate accordingly.

So turn on the tape, sit back, relax and enjoy. It's been a long time coming, but now you'll see it for yourself: the computer is a useful tool, one that **YOU CAN MASTER** with just a little effort.

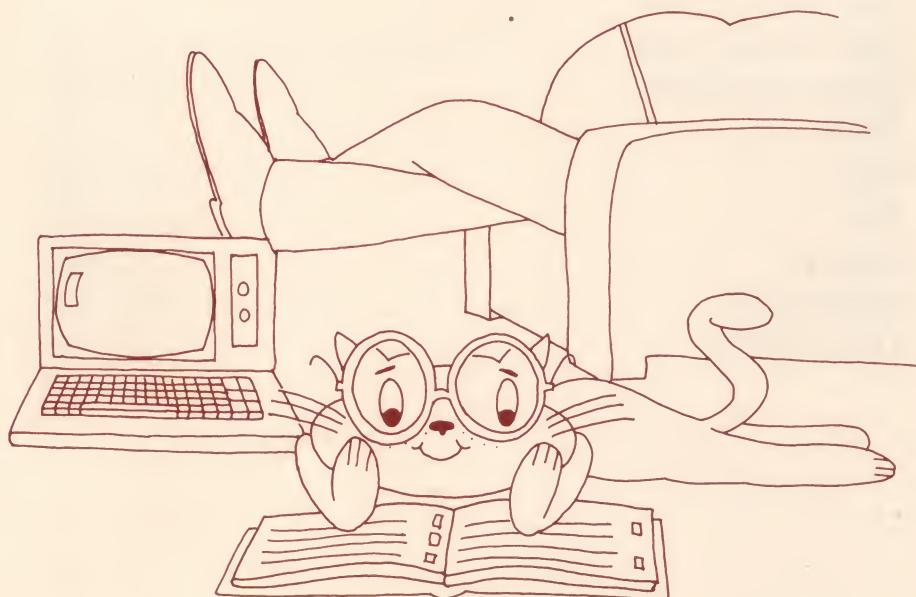


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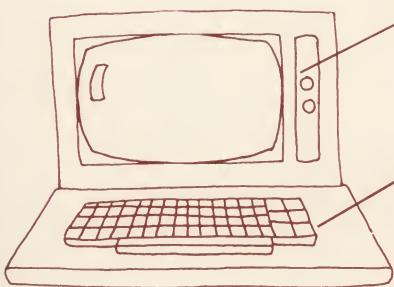
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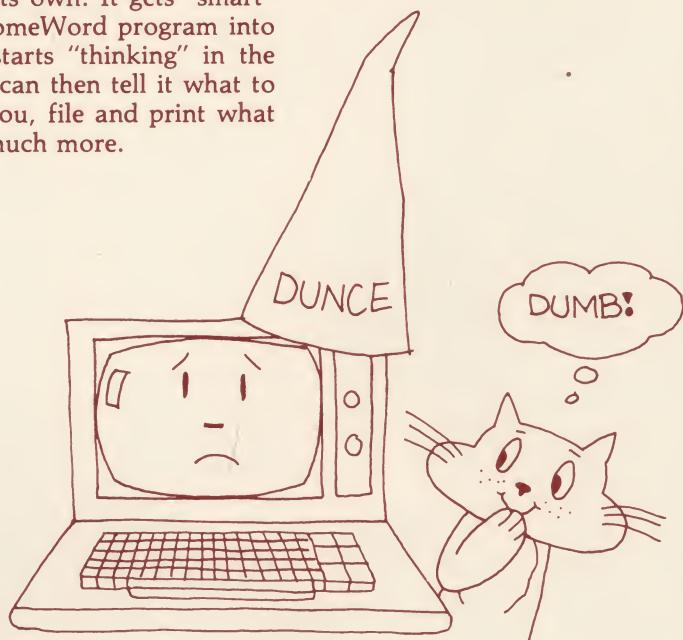
THE BASICS

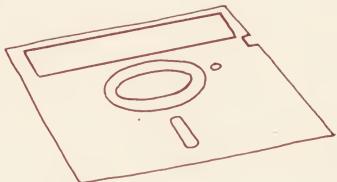


The computer has a **monitor** or TV set. You can see what you type on the screen. Sometimes pictures appear on the screen, and sometimes messages from the computer.

The computer has a **keyboard**, very similar to a regular typewriter. But it has added special keys that make it able to do much more than an ordinary typewriter.

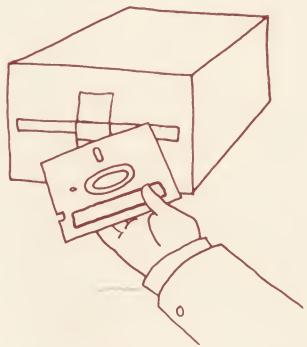
The computer is nothing but a machine. It has no intelligence of its own. It gets "smart" when you put your HomeWord program into its memory. Then it starts "thinking" in the HomeWord way. You can then tell it what to do, make it type for you, file and print what you type, and much, much more.





your letters, manuscripts and other communications when you tell the computer to "file." It will make it possible to print, to edit, and do many other things as well. Because it can hold many documents, it is called a "document disk."

The HomeWord program is magnetically recorded on a very thin disk, which is enclosed in a protective cover. The HomeWord disk holds important information that instructs the computer how to think. A blank disk has no information on it until you put something there. To do that, you must first prepare the disk, that is, brand it with the HomeWord program. The audio tape (or the booklet that is a transcript of the tape) will tell you how to prepare or "initialize" the disk. Once you have initialized your blank disk, it is ready to function as a miniature file cabinet. It will store



The disk drive is the part of the computer that can "read" the information recorded on a disk.

To use the drive, turn on the power switch. The red "busy" light goes on, then off. Now turn on your printer, then your monitor or TV set. Slide the disk into the drive, label side up with the little square notch on the left side. Close the disk drive. If you have an Atari 1050 disk drive, the "busy light" will turn on, then off again. Turn on the power to your computer (for the Atari 600XL and 800XL, also hold

down the OPTION key until the red "busy" light on the disk drive turns on). The red light will turn on and there will be a whirring sound. That means that the computer is busy. Don't touch the keys or open the drive until it stops. After the computer loads the program you are shown the HomeWord title page. Press RETURN and you are in the world of HomeWord.

THE MENU AREA



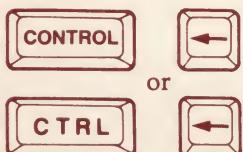
This is the area of choices, which is why it's called the "menu area." These choices are represented by pictures, called "icons."



The frame around an icon is called an "icon cursor."



You can use the icon cursor to frame whichever icon you want to choose. To go to the right, hold the CONTROL or CTRL key down and press the key with the arrow pointing to the right.



To go to the left, hold the CONTROL or CTRL key down and press the key with the arrow pointing to the left.



When you press this key, you go to the typing area.

THE MENU AREA

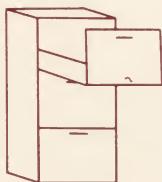


THE ICONS

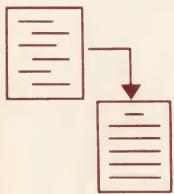
PRINT to specify paper type, print, preview your text, choose beginning page number, or print a portion of your text.



EDIT to erase, put an erased part back, move or copy part of the text, find a word or a phrase, or to find a word or a phrase and replace it with something else.



FILE to insert something from one document into another, get a document out of the file, file a document, or include another document when it's time to print.



LAYOUT to set spacing, start a new page, set temporary new margins, make an outline, boldface or underline your text, or to make headings and/or footings on your document.

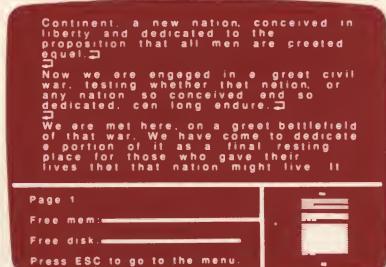


CUSTOMIZE to make your HomeWord disk fit your needs: make back-up copies to have on file, change the "permanent" margins, choose a standard outline form that you can use again and again, let the computer know what kind of printer you are using, tell the computer how many disk drives you are using, and tell the computer to "save" your choices on the HomeWord disk.

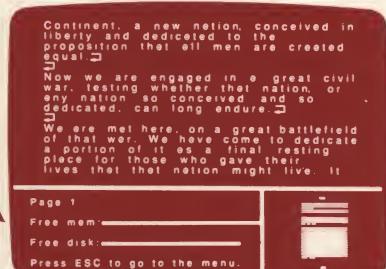


DISK UTILITIES to prepare a document disk, erase an entire document permanently, see a complete list of everything on file, or **EXIT** from the HomeWord program so you can put in a different program or game.

THE TYPING AREA



What you type appears here on the screen.

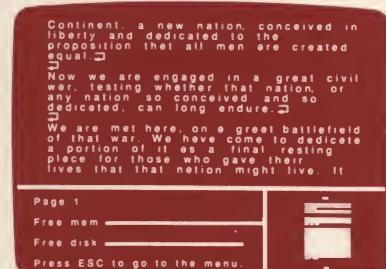


In the lower left-hand corner of the **typing area**, the computer gives you information about the amount of storage space available in the computer and on the disk.

“Free mem” stands for “Free memory.” The length of the line tells you how much memory is left for your document in the computer’s memory. When the line gets very short, it means you should save everything you’ve written, or else the computer will be unable to hold it.

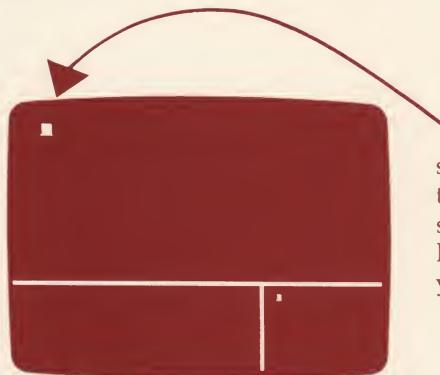
“Free disk” tells you how much room is left on your disk for storing files. When the line gets very short, it means you’re running out of room. Then it’s time to make a new document disk, or erase some files that you no longer need in order to make room for new ones.

“Press ESC to go to the menu” is a message from the computer telling you that when you press this key, you go to the menu area.



In the lower right-hand corner, there is the **Page Sketch** section. You see a sketch of what the printed page will look like with the margins and spacing you’ve chosen.

THE TYPING AREA



A **cursor** is a blinking square. When you see the cursor blinking, you know you're in the typing area. The cursor is always one space ahead of the last character you typed. It's a way of letting you know exactly where you are.

If you look closely in the Page Sketch Section after you've typed something, you can see a replica of the blinking cursor, so that you always can tell where you are on the printed page.

You can easily move your cursor through the text you've already written by using your CONTROL or CTRL key and arrow keys. You do this to delete a word, or to "paint" part of the text you want to erase, or move, etc. But you cannot get your cursor past the last letter you typed by using your CONTROL or CTRL key and arrow keys. It's as if the cursor marks an "invisible wall" that surrounds the text you are typing. The only way you can break through the invisible wall is to add a character. A character can be either a letter or a space; they are the same thing in the computer's way of thinking. So if you want to move the cursor to the right of the last letter you typed in your file, press your space bar.



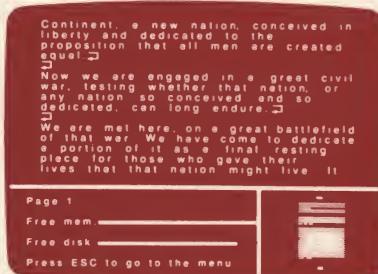
IMPORTANT KEYS

Press RETURN



. . . in the typing area:

when you want a new paragraph (and then press it twice), or if you want extra lines in your document. The computer will automatically start new lines and take care of the margins for you.



. . . in the menu area:

when you want to let the computer know what you've chosen. Or press RETURN when the computer tells you.



IMPORTANT KEYS



ESCAPE is the key that takes you from the typing area to the menu area, or from the menu area to the typing area. It also lets you change your mind and cancel a message you've given the computer.



makes the next character you type upper case.



capitalizes all characters you're going to type until you unlock it by pressing it again.



or



moves the cursor or the icon cursor to the right.



or



moves the cursor or the icon cursor to the left.



or



moves the cursor down a line.



moves the cursor up a line.



PRINT

When you're in the main menu area, put your icon cursor around the "Print" icon.



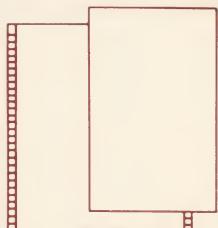
Press RETURN to let the computer know that this is the icon you're choosing.



Now five new icons appear in the print menu:



- Type of paper
- Print document
- Selected pages
- See final document
- Starting page number



Type of paper

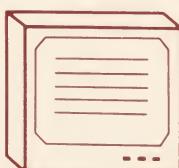
This icon shows two kinds of paper: the one with holes on the side is "continuous feed" paper; the plain one is regular paper. HomeWord is set to go with continuous feed paper, so if that's the kind you're using, you don't have to tell the computer anything. However, if you have the kind of printer that will take regular single sheet paper, this is where you tell the computer that is what you want to do. If you choose regular, single sheet paper, the printer will pause at the end of each page to allow you to insert the next page. You might want to save that choice permanently on your disk by using the **Save Customize Choices** icon in the **Customize** menu.



Print document

This icon shows a printer. Choose this icon when you want a printed copy of your document.

If you do not have an Atari 1025 or 1027 printer, you should go to the **Customize** icon and answer the computer's questions before you print anything. (See the "Your Printer" section of this book for further instructions.)



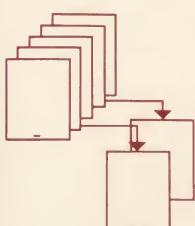
See final document

This icon shows a computer monitor screen. Choose this icon when you want to see the final document on the screen before you print it on paper. With the exception of any "included" files (see **Include Document** icon), it will show you how it will look on the printed page.



Starting page number

This icon shows a page with an arrow pointing to the page number at the bottom. Choose this icon when you want the first page number of your document to be something other than 1.



Selected Pages

This icon shows a number of pages with two pages being selected from them. Choose this icon when you want to print only selected pages of your document. HomeWord will ask you to enter the page numbers to be printed. You may list the pages individually (example: 1, 3, 4), as a range (example: 2-4) or in a combination of the two (example: 1-3, 6, 8).

EDIT

When you're in the main menu area, put your icon cursor around the "Edit" icon.



Press RETURN to let the computer know that this is the icon you're choosing.



Now six new icons appear in the edit menu:



- Erase text
- Insert erased text

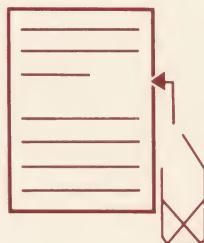
- Move text
- Copy text

- Find
- Find and Replace



Erase text

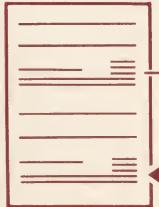
This icon shows a page with an arrow pointing into a trash can. Choose this icon when you want to erase part of your document.



Insert erased text

This icon shows a trash can with an arrow pointing to a page. Choose this icon when you want to put something you erased back into your text. It only works for the text you just erased.

This function can be used to move text from one file into another. As long as there is enough space in memory it remembers the text, independent of the document you're working on.



Copy text

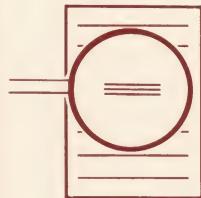
This icon shows a page with an arrow pointing from one line of text to another place on the document where that same line was copied. Choose this icon when you want to copy part of your text in another part of your document.



Move text

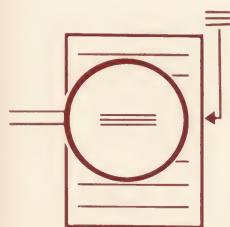
This icon shows a page with an arrow pointing from a blank area where there once was text to the place where the text was moved. Choose this icon when you want to move part of your text to another place in your document.

Find



This icon shows a page with a magnifying glass over one of the words. Choose this icon when you want to find a word or a phrase that you've used in your document. You can find every occurrence of that word or phrase throughout the whole document or press ESC once you've found the one you want. If you type the word you want to find in capital letters, HomeWord will find that word throughout your document only when it is typed in capital letters. If you type the word in small letters, it will find the word whenever it occurs in either capital or small letters.

Find and replace



This icon shows once again a page with a magnifying glass over one of the words. This time there is also an arrow pointing to the "found word." Choose this icon when you want to find a word or phrase in your document and replace it with another word or phrase. You can find a word or a phrase and replace it throughout the text. If you only want a few occurrences of the word or phrase to be replaced, you can stop at each appearance of the word to decide.

FILE

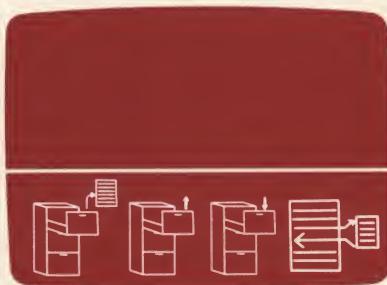
When you're in the main menu area, put your icon cursor around the "File" icon.



Press RETURN to let the computer know that this is the icon you're choosing.

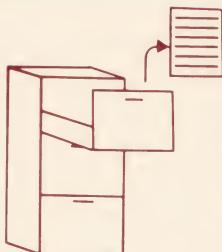


Now four new icons appear in the file menu:



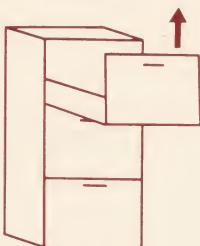
- Insert document
- Get document

- Save document
- Include document



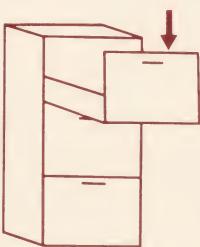
Insert document

This icon shows an arrow going from a file cabinet to the middle of a page. Choose this icon when you want to put two separate documents together to make a brand new one. You insert a previously saved file into the document that shows on your screen.



Get document

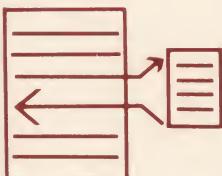
This icon shows an arrow coming out of the drawer of a file cabinet. Choose this icon when you want to get a document out of the disk's file. The file you choose will then be displayed on your monitor. If you choose to get a "blank document," you are telling the computer, "I want nothing to show on the screen." That's how you can clear the screen to start something new.



Save document

This icon shows an arrow pointing into the drawer of a file cabinet. Choose this icon when you want to put something in the disk's file. If you change a document after you file it, you will want to file it again. Otherwise the changes will not be remembered. It's good to file ("save") often.

Include document



This icon shows two pages with arrows going from one to the other and back again. Choose this icon when you want to include a different document inside, or immediately before or after, the document you're creating. Like chapters in a book, this feature allows you to combine many separate, small files to form one large printed document. The included document will not appear in the typing area. However, when you print the document you're working on, the included document will be printed too. (When you use the See Final Document icon to view your file, included files will not appear on the screen.)

LAYOUT

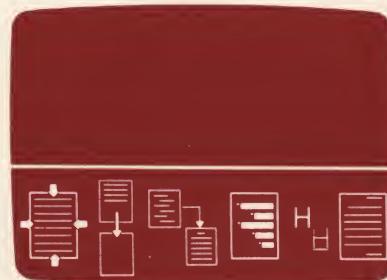
When you're in the main menu area, put your icon cursor around the "Layout" icon.



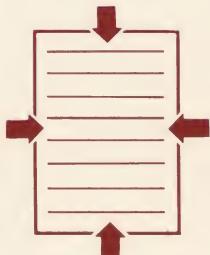
Press RETURN to let the computer know that this is the icon you're choosing.



Now six icons appear in the layout menu:



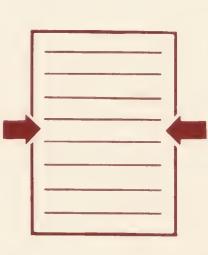
- Set spacing
- Start new page
- Alignment
- Indented point
- Print style
- Headings/footings



Set spacing

This icon shows a page with arrows pointing to the margins. Choose this icon when you want to change the top or bottom margins, or the right or left ones. You can also choose what kind of spacing you want between your typed lines. You may choose single, double or triple spacing.

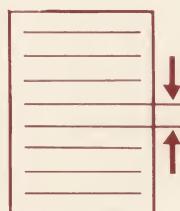
There are three icons in the set spacing menu: "Set top/bottom margins," "Set left/right margins," and "Set line spacing." Put your icon cursor around the one you are choosing, and press RETURN to let the computer know your choice. Then just follow the directions the computer gives, and you will be able to set your margins and choose the spacing you want.



Set top/bottom margins



Set left/right margins



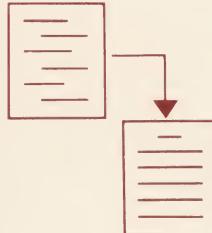
Set line spacing



Start new page

This icon shows a page of text with an arrow pointing from it to a blank page. Choose this icon when you want the page you're typing on to come to an end, and a new page to begin.

LAYOUT



Alignment

This icon shows a page with the text lined up evenly against the margins. Choose this icon when you want either the right or left margin to be even, or both the right and left margins to be even. Also when you choose this icon, you can center a line on the page. Press RETURN to let the computer know this is the icon you are choosing.



Align right



Align left

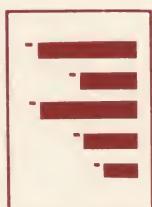


Center next line



Even margins

Now four new icons appear in the alignment menu: "Align right," "Align left," "Center next line," and "Even margins." Choose the icon you want, press RETURN to let the computer know your choice, and then follow the computer's directions.



Indented point

This icon shows a page with indented lines on it. Choose this icon when you want to make an outline or a list. If you want to rearrange the order in which your point labels appear (numerals, capital and small letters, and a "bullet" which you may specify), go to Customize.

Print style



This icon shows two "H's"; one is in boldface type, and the other is underlined. Choose this icon when you want to switch to boldface type, back to normal type, or when you want to underline. Press RETURN to let the computer know that this is the icon you're choosing. (You can't boldface if you are using an Atari 1027 printer. You can't boldface or underline if you are using an Atari 1025 printer.)



Now three new icons appear in the print style menu: "Boldface text," "Normal text," and "Underline text." Move your cursor to frame the icon you're choosing, press RETURN to let the computer know your choice, and then follow the computer's directions.

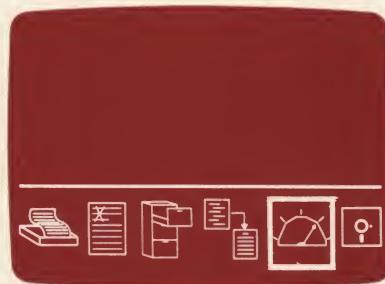
Headings/footings



This icon shows a page that has both a heading and a footing. Choose this icon when you want a heading and/or a footing to appear on the pages of your document. You can also turn page numbering on or off, or change the location of the page numbers. When you are setting up page numbering, the symbol # will tell the computer where to put the actual numbers.

CUSTOMIZE

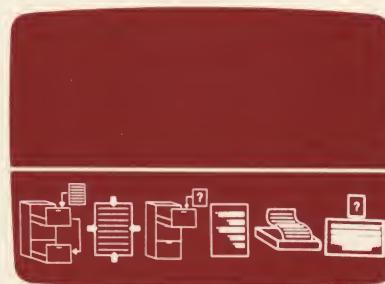
When you're in the main menu area, put your icon cursor around the "Customize" icon.



Press RETURN to let the computer know that this is the icon you're choosing.

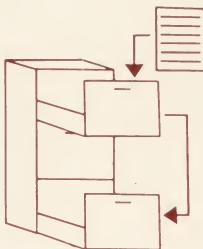


Now six new icons appear in the customize menu:



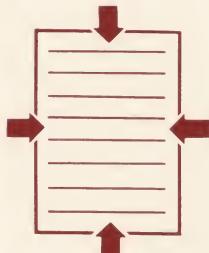
- Make backup documents?
- Save customize choices
- Type of printer
- Change preset margins
- Configure points
- Accessories

Make backup documents



This icon shows a page with an arrow pointing from it to a drawer of a file cabinet, and then another arrow pointing from that drawer to another drawer of the file cabinet. This icon is preset to cause the prior version of your document to be saved when you save a new version. If you make a mistake and accidentally erase the document you're working on, you will still have the prior one. If you don't have room on your disk for saving extra files, you may want to turn this option off.

Change preset margins



This icon shows a page with arrows pointing to the margins. It allows you to choose the line spacing, margins, tab stops, and the size of paper you will use when it's time to print your document. Some of these same choices are in the Layout menu. The choices you make here are the "normal" settings and can be changed for individual documents by "Layout" choices. (You can change your customize choices at any time.)



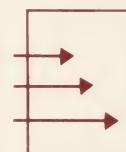
Set top/bottom margins



Set left/right margins



Set line spacing



Set tab stops



Set physical page length

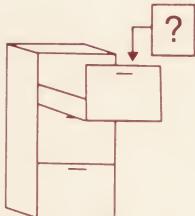


Set physical page width

There are six icons in the "Change preset margins" menu: "Set top/bottom margins," "Set left/right margins," "Set line spacing," "Set tab stops," "Set physical page length," "Set physical page width." Put your icon cursor around the icon you are choosing, and press RETURN to let the computer know your choice. Then just follow the directions the computer gives and you will be able to change the margins, tabs, and spacing; and you will be able to tell the computer what length and width of paper you are going to use when it's time to print.

CUSTOMIZE

Save customize choices



This icon shows a question mark with an arrow pointing from it to a drawer in a file cabinet. Choose this icon when you want to save what you chose in the customize section onto your HomeWord disk. Your saved choices will remain unless you tell the computer otherwise. Any choices you don't save are temporary -- they will be gone the next time you start HomeWord.



Configure points

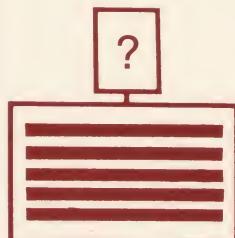
This icon shows a page with indented lines on it. Choose this icon when you want to tell the computer how you want your outline form labeled. You can label your points with numbers, upper or lower case letters, or a point-symbol ("bullet") of your own choice.

Type of printer



This icon shows a printer. Choose this icon when you want to tell the computer about the printer you are using if you do not have an Atari 1025 or 1027 printer. You should do this before you print a document. Save this customize choice once and you won't have to concern yourself with it again -- unless you change printers. The "Your Printer" section of this book will help you with the steps.

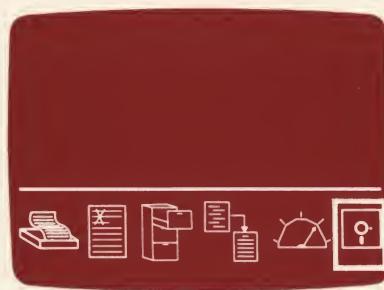
Accessories



This icon shows a computer with a question mark. Choose this icon to tell the computer whether you are using one or two disk drives.

DISK UTILITIES

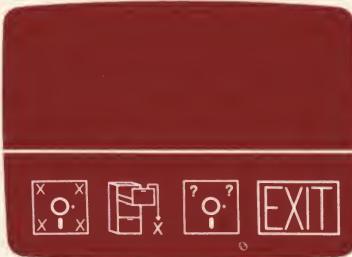
When you're in the main menu area, put your icon cursor around the "Disk Utilities" icon.



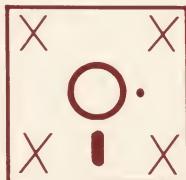
Press RETURN to let the computer know that this is the icon you're choosing.



Now four new icons appear in the Disk utilities menu:

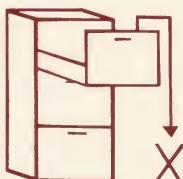


- Prepare document disk
- Catalog disk
- Erase document
- EXIT



Prepare document disk

This icon shows a disk with X's in each corner. Choose this icon to prepare your document disk to do all the jobs you want it to do. The audio tape and the audio tape transcript booklet will guide you through the steps of preparing a document disk. If you have two disk drives, be sure to go to the **Customize** menu and choose the **Accessories** icon to tell the computer.



Erase document

This icon shows a file cabinet with an arrow pointing to a large X. Choose this icon when you want to permanently erase a document you have on the disk.



Catalog disk

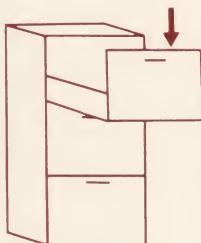
This icon shows a disk with question marks in the upper corners. Choose this icon when you want to see a list of all the documents you have on the disk.



EXIT

This icon shows an exit sign. Choose this icon when you want to leave HomeWord so you can put in another program or game.

MORE ABOUT FILE



Save Document

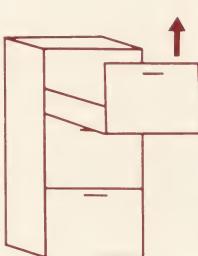
This is the **most important icon** in HomeWord and should be the most frequently used. Any document you have typed that you want to keep must be saved. Otherwise you can't get it back again on the screen, or when you turn your computer off it is gone forever. Any changes you make in your document -- whether by editing or inserting text or including text -- must be saved. You can print a document without saving it, but then it is not in your file; you can't print it again. The main motto when using a computer is: **SAVE, SAVE, SAVE!**

Notice that when you type in a file name it writes over "Blank Document" or whatever file name is showing. Don't worry if some of the old file name is still showing on the screen; after you press RETURN it will disappear.

As a safeguard, HomeWord is preset to make one back-up file of each document. If you make changes to a file and save the revised document, your previous file will be saved under the same name followed by ".BAK" (which stands for back-up). If you save a document under the same name as an existing file, you can find the first file under the same name followed by ".BAK." The automatic back-up feature prevents the first file from being erased. If you don't want to take up space on your disk with back-up copies, go to Customize and choose the **Make Back-up Documents** icon to say no, and then save that choice by choosing **Save Customize Choices**.

If you save a document, and later decided to type in some changes, be sure to save the revised document also. Otherwise only the original saved document will be on file, and you will lose the changes you wanted to make.

If you are using two disk drives and you want to save a file on a document disk other than the one you are currently using in Drive 2, you can put a prepared document disk in Drive 1 and type in "D1:Filename" to tell the computer to save "Filename" on the disk in Drive 1.



Get Document

Get Document not only brings up the file you want to see and shows it on the screen, but it is also the way to clear the screen when you want to type something new. Don't forget, if you clear the screen without saving the document that is up there, you will lose it. You'll want to get documents on the screen in order to edit and to print them, as well as to add some layout changes that you might have forgotten to include as you were typing.

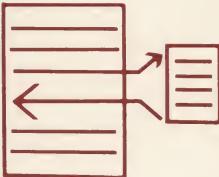
What if you go to the **Get Document** icon and type in the name of the file you want, and the computer tells you "Document not found?" That means that either you forgot to save the file, or that you've typed in the wrong name of the file. To find the correct file name, you can hold the CONTROL or CTRL Key down and press the up/down arrows to see what's on file. If you can remember the first part of the file name, there is a short cut you can take. Let's pretend your file was named "Smith Letter January '84," and all you could remember was "Smith." By typing "Smith =," you can see all the files beginning with the word "Smith," one by one, by pressing the arrows. When you see the one you want, press RETURN and the correct file will appear on the screen.

If you save a document, and later decide to type in some changes, be sure to also save the revised document. Otherwise only the original saved document will be on file, and you will lose the changes you wanted to make.

If you are using two disk drives and you want to get a document that is on a different disk than the one in your regular document drive (Drive 2), you can put the other disk in Drive 1 and type in "D1:Filename" to tell the computer to look for "Filename" on the disk in Drive 1.

MORE ABOUT FILE

Insert Document

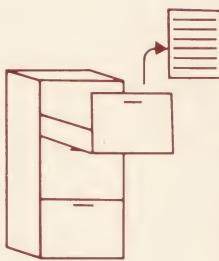


When you're typing a document, you may insert one of your already-saved files using the **Insert Document** icon. Within memory limitations, this icon lets you combine small files to make a larger one. The inserted text will appear on the screen wherever you've told the computer you want it to be inserted.

If you can't remember the file name of the document you want to insert, press **CONTROL** or **CTRL** Key and the up/down arrows and you can see what you have on file. If you remember the first part of a file name, type that in and then add an equal sign (=).

If you are using two disk drives, you can insert files from a disk other than the document disk currently in Drive 2 (your regular document drive). Insert the other disk in Drive 1 and type in "D1:Filename" to tell the computer to insert "Filename" from the disk in Drive 1.

After you have inserted a document, be sure to save the larger file you just made.



Include Document

When you want to combine two or more separate files that have already been saved, or when you want to include a file in the document you are currently writing, and you don't want to use up valuable file space, you use the **Include Document** icon. This is an important icon, because it allows you to create a large printed document without running out of valuable space in memory. For example, if you were writing a book and had several chapters saved in the files, you could combine them to create a large printed document. Use the **Include Document** icon repeatedly -- you are limited only by the available memory in your computer (keep an eye on the "Free mem" indicator) and the space on your disk (which should hold a lot of material).

Again, if you can't remember the name of the file you want to include, use your up/down arrows. Also you can type the first part of the file name that you remember and an equal sign (=).

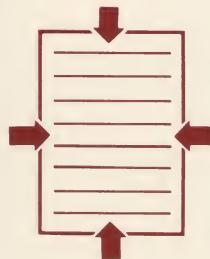
How big should a file be? That depends on the amount of memory in your computer. Watch the "Free mem" indicator below the typing area. You'll probably find that each file shouldn't hold more than a few pages of writing. That's why the **Include Document** icon is such a valuable feature.

If you are using two disk drives, you may include files from another document disk (other than the one you're currently using in Drive 2). Insert the disk that has the file you want to include in Drive 1; when you type in the file name, simply type "D1:FILENAME" to tell the computer to look for it in Drive 1. When you print you must put the same document disk back into Drive 1 after you reach the Print section, so that the computer can read it when it reaches the **Include Document** command.

What you include will not be shown on the screen, only on your printed page. It won't even show up in the Page Sketch. It will simply say "FILENAME" on the screen, to let you know that "FILENAME" will be included in the printed document. When you include files like this, you can have many pages of writing within one file without using valuable memory space.

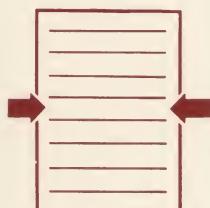
MORE ABOUT LAYOUT

Set Top/Bottom Margins



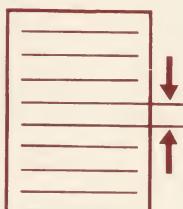
The top and bottom margins of your printed page are preset by HomeWord at 5 lines, which means they are a little less than an inch from the top and bottom edge of your page. If you want to change those margins temporarily, choose the **Set Spacing** icon, and then choose the **Set Top/Bottom Margins** icon. If you want to change those margins permanently, choose the **Customize** icon. The changes you make by using the Layout menu will only be present in the document you are working on. When you get another document, the margins will return to the preset 5. Margin changes are marked in the **typing area** by colored flags. You can see how they affect your document by looking at the **Page Sketch** in the lower right-hand corner of your screen.

Set Left/Right Margins



The left and right margins are set at 10 characters, which is about an inch and a half. If you wish to temporarily change them, choose the **Set Left/Right Margins** icon. Left or right margin changes you make in the Layout menu will be flagged in the **typing area** and illustrated in the **Page Sketch** on the screen. To make a permanent change, choose the **Customize** icon.

Set Line Spacing



The spacing is preset by HomeWord to "single spacing." If you wish to double or triple space your text for a particular document, then choose the **Set Line Spacing** icon. If you want to permanently change the spacing, then choose the **Customize** icon.



Indented Point

This is a very useful icon. With it you can make outlines or lists. HomeWord has preset the outline form to be as follows:

1. This is point level 1. HomeWord has preset this level to have numbers.
2. This is also written on point level 1. Notice that the numbers sequence. This list could go on and on.
 - A. This is point level 2, and it has uppercase letters preset.
 - B. This is also written on point level 2. Notice how the uppercase letters go in alphabetical order.
 - a. This is written on point level 3, which also goes in alphabetical order, and is preset to be represented by lowercase letters.
 - . This is written on point level 4. The “bullet” here is a dot.

With “end all points,” you are back to your regular margin. You could start a new list if you wanted to.

If you want to change what number or letter represents each of the point levels, go to Customize. If you want a symbol different than a dot for your “bullet,” you can do that in Customize as well.

MORE ABOUT LAYOUT



Print Style

With the Print Style icon, you can underline words or make words appear in boldface type. This will not appear on your screen page, but it will on the printed page. Your screen page will say "Underline" and "Boldface," rather than showing it. It's very important to return to Normal Text after making a change in print style. Otherwise the underline or boldface will continue throughout your document.





Headings/Footings

HomeWord is preset so that your pages will be numbered at the bottom center when they are printed. If you want the numbering to be at the top -- left, right or center -- or at the right or left on the bottom, you can temporarily change by using this icon. If you want your first page to be without "Page 1" showing at all, choose Footing and then choose "off." If on a later page you want to turn the page numbers back on, choose Footing and then type in "Page #" where you want the numbering to begin.

Once you insert a heading or footing in your document, it will continue to repeat on each page unless you change it or turn it off. If you want a heading or footing to appear on only one page, turn the heading or footing off after the place it originally appeared and before it would normally appear again.

If you type some text and then choose a heading, it will appear on the following page of your document.

YOUR PRINTER

Your computer, disk drive, monitor and printer represent a communication system. Messages are being passed back and forth that allow each of the parts to do its job in a way your program wants, based on some of your decisions.

Atari 1025 and 1027 Printers

If you have an Atari 1025 or 1027 printer, you are ready to print. HomeWord is all set up to work with those Atari printers. Simply choose the "Print" icon from the main menu and proceed.

With an Atari 1027 printer you will be able to underline words but you cannot use boldface type. With an Atari 1025 printer you will not be able to underline words or do boldface type. These printers are in control of certain functions and won't let HomeWord do those things.

Other Printers

HomeWord will work with a variety of printers. Since each printer is different, you have to tell HomeWord how you want your printer to print. You only have to tell HomeWord once unless you change your mind or use a different printer.

You must begin by telling HomeWord that you do not have either the Atari 1025 or 1027 printer. First, go to the main menu and choose the **Customize** icon, then choose the **Type of Printer** icon. HomeWord will ask, "What type of printer do you have?" and you will answer "Other."

A second question is then asked, "Do you want to underline or boldface?" If you do, that means HomeWord will send the LINE FEEDS. Line Feeds are simply what forces the printer to skip to the next line so the printer can print. Either HomeWord, the interface, or the printer can send Line Feeds, but in order to underline or boldface, HomeWord must be in charge.

Choose either "Yes" or "No" to answer the question. You will return to the Customize menu. Be sure to choose **Save Customize Choices** so that HomeWord will remember your answer. If you are listening to the audio tape, ignore instructions about the write protect tab. You will learn about that later and can continue without it.

You must now do a test print to see if your printer is printing correctly. There is a "Test Printer" file stored on your HomeWord disk.

- Press ESC to go to the main menu; choose the **File** icon.
- Choose the **Get Document** icon; select the "Test Printer" file and it will appear on the screen.
- Press ESC to go to the main menu; choose the **Print** icon.
- Choose the **Print Document** icon and follow the instructions on the screen; "Test Printer" should print.

If you answered "Yes" to use underline and boldface (HomeWord sends line feeds):

Look at the printed document. If it is single spaced, everything is working correctly. You are ready to print.

If the file is double spaced, then both HomeWord and your interface or printer are sending line feeds. You must consult your interface or printer manual and turn off the line feeds. If you do not want to turn off the line feeds on your interface or printer, you must answer "No" to the question "Do you want to use underline and boldface?" in the **Customize** section.

If you answered "No" to use underline and boldface (Interface/printer sends line feeds):

Look at the printed document. If it is single spaced, you are ready to print. You will not be able to use underline and boldface.

If everything on the printed document has printed on one line, then nothing is sending line feeds. You must consult your interface or printer manual and turn on the line feeds in your interface or printer. Your alternative is to answer "Yes" to the question "Do you want to use underline and boldface?"

Now you should be in business, ready to print. Congratulations!

KEY MOVES

When you're typing, you can move the cursor in many ways. Some of them you already know:

	or			moves the cursor one space forward
	or			moves the cursor one space back
	or			moves the cursor down one line
	or			moves the cursor up one line
	or			erases the letter just behind the cursor
	or			deletes the character under the cursor

If you want upper case characters:

	capitalizes the next letter
	capitalizes all letters until you press to unlock it

Fancy Moves

These moves can save you a lot of time so you can get the job done. For the keys below, press the CONTROL or CTRL key and the specific letter key simultaneously.

If you want to move quickly through your text to make changes:

	or			jumps forward a word
	or			jumps back a word
	or			erases the next word

If you want to quickly erase a whole line as it reads on the screen:

	or			erases the whole line the cursor is on
--	----	---	---	--

KEY MOVES

If you want to read over your text

 or   moves back one screen page

 or   moves forward one screen page

If you want to find something quickly in the file and it's near the beginning or end of the file:

 or   moves to the top of the file

 or   moves to the bottom of the file

If you want to get back or forward through your text as it will be printed out on the page:

 or   moves forward one printed page

 or   moves back one printed page

If you want to move to your next tab setting, for paragraph indentation and such:

 tab key

Extra Fancy Moves

If you want to change what you've written without erasing -- if you want to type right over an already existing line:

 or   change mode
(To get back to "normal" typing, press CONTROL C or CTRL C again and you're back)

If you want to print special characters:

 or   displays ASCII value of a character

 or   displays special ASCII characters

If you forget any of these functions:

 or   displays the "key moves" information when you're in the typing area.

FASTER THAN AN ICON

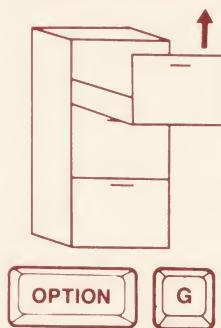
When you get comfortable with the HomeWord program you might want to speed things up a bit. You don't always have to use the icons -- there are some functions that you can do without leaving the typing area by simply pressing the



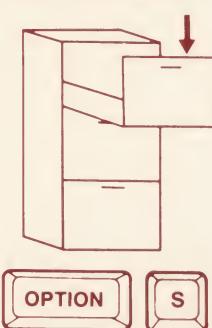
key and a specific letter on the keyboard.



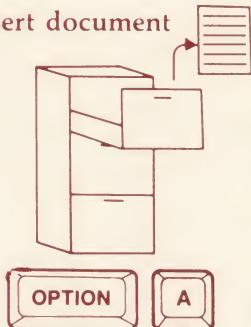
Get document



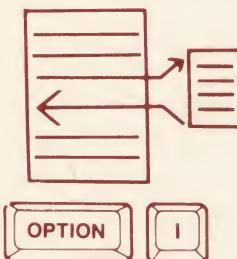
Save document



Insert document



Include document

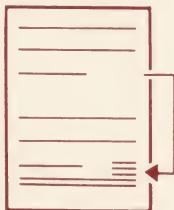


FASTER THAN AN ICON



EDIT

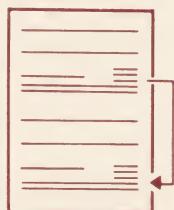
Move text



OPTION

Y

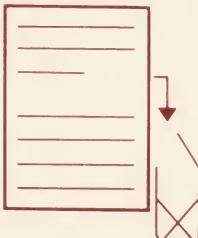
Copy text



OPTION

C

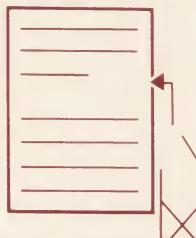
Erase text



OPTION

E

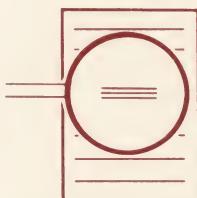
Insert erased text



OPTION

M

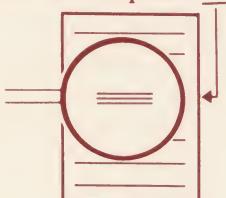
Find



OPTION

F

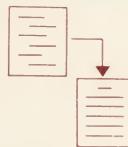
Find and replace



OPTION

R

FASTER THAN AN ICON



LAYOUT

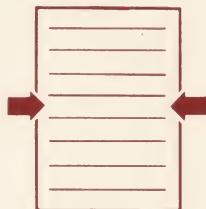
Top/bottom margins



OPTION

Q

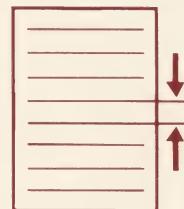
Left/right margins



OPTION

K

Line spacing



OPTION

W

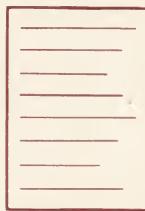
Align right



OPTION

Z

Align left



OPTION

L

Center next line



OPTION

O

Even margins



OPTION

J

FASTER THAN AN ICON

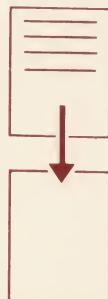
Start new page

Indented point



OPTION

P



OPTION

D

Headings/footings



OPTION

T

Boldface text



OPTION

B

Normal text



OPTION

N

Underline text



OPTION

U

To see the "Faster than an Icon" information when you're in the typing area, press the HELP key or press the  key while you're holding the CONTROL key down:

 or 



SAMPLE

What you see on the screen:

```
HEADER RIGHT REORGANIZATION
ALIGN RIGHT
January 12, 1984
CENTER NEXT LINE
MEMO
ALIGN LEFT
From: John Smith
To: Community Services Chairperson
LINE SPACING 2
We have been discussing the
problems in the Community Services
Committee for the last few weeks. I am
reminded of the Queen of Heart's words
in
UNDERLINE
Alice in Wonderland
NORMAL TEXT
LINE SPACING 1
LEFT, RIGHT MARGINS 20, 25
It takes all the running you can do to
keep in the same place
LEFT, RIGHT MARGINS 10, 10
LINE SPACING 2
It seems to me that our office has
felt very much like that. It's time to
organize, to stop running in circles, so
I suggest these guidelines to help
LINE SPACING 1
LEFT, RIGHT MARGINS 20, 10
POINT LEVEL 1
Office supplies
POINT LEVEL 2
Filing system
POINT LEVEL 3
New file cases
POINT LEVEL 3
Crosses reference capacity
POINT LEVEL 2
Telephone answering machines
POINT LEVEL 1
Volunteer help
POINT LEVEL 2
Secretaries
POINT LEVEL 2
Promotion
POINT LEVEL 3
Graphics
POINT LEVEL 3
Press releases
POINT LEVEL 3
Poster distribution
POINT LEVEL 4
Two weeks before the event
LEFT, RIGHT MARGINS 10, 10
END POINT
LINE SPACING 2
Some of your suggestions will be
appreciated so that we can change our
motto from:
LINE SPACING 1
LEFT, RIGHT MARGINS 20, 25
It takes all the running you can do to
keep in the same place
LEFT, RIGHT MARGINS 10, 10
LINE SPACING 2
Our new motto will be: WE CAN GET
THE JOB DONE!
FOOTER OFF
```

This screen shows how the commands appear in the HomeWord typing area. Normally, only 15 lines are visible at one time, but to show you the entire memo, we "stretched" the screen.

What you see on the printed page:

		REORGANIZATION	
		January 12, 1984	
○		MEMO	○
○		From: John Smith	○
○		To: Community Service Chairperson	○
○		We have been discussing the problems in the Community	○
○		Services Committee for the last few weeks. I am reminded	○
○		of the Queen of Heart's words in <u>Alice in Wonderland</u> :	○
○		It takes all the running you can	○
○		do to keep in the same place.	○
○		It seems to me that our office has felt very much like	○
○		that. It's time to organize, to stop running in circles,	○
○		so I suggest these guidelines to help:	○
○		1. Office supplies	○
○		A. Filing system	○
○		a. New file cases	○
○		b. Cross reference capacity	○
○		B. Telephone answering machines	○
○		2. Volunteer help	○
○		A. Secretaries	○
○		B. Promotion	○
○		a. Graphics	○
○		b. Press releases	○
○		c. Poster distribution	○
○		Two weeks before the event	○
○		Any of your suggestions will be appreciated so that we	○
○		can change our motto from:	○
○		It takes all the running you can	○
○		do to keep in the same place.	○
○		Our new motto will be: WE CAN GET THE JOB DONE!	

PRINTING SPECIAL CHARACTERS

You can print special characters with HomeWord -- characters that are not available on your keyboard. To find out what kind of special characters your printer can print, look in your printer manual. Then you may have to do some translating yourself in order to let the computer understand what you want to print. When you talk directly to a computer, you have to talk its language: you have to talk numbers.

There is an industry standard for some of the electronic signals the computer receives and sends (in the same way that there is an industry standard for light bulbs -- you don't have to buy a different kind of light bulb for each of your lamps). The standard in the computer industry is called the ASCII (pronounced as-key) code, which simply designates how a computer is to interpret a specific electronic signal.

Usually when people talk in numbers, they are using what's called the "decimal code" (numbers containing digits 0-9). Sometimes when computer programmers use numbers, they are working in the "hexadecimal code" (numbers containing 16 possible digits). To tell your printer what kind of special characters you want to print, you may have to convert the ASCII number given into the ASCII decimal code that HomeWord uses.

Your printer manual will give you the ASCII code that needs to be sent to the printer, either in decimal or hexadecimal (sometimes it lists both). Industry standards dictate that if the number is given in hexadecimal it will be preceded by a "\$." For example: \$10 and 10 are two completely different numbers. HomeWord uses the decimal codes. If your printer manual says that it needs an ASCII 27 as its Escape code, it is referring to a decimal 27. However, if it refers to the escape code as an ASCII \$1B, it is using a Hexadecimal code. You will need to convert this to decimal in order to tell HomeWord what to send.

PRINTING SPECIAL CHARACTERS

Let's use this as an example to show you how to use the conversion table. We need to convert the \$1B into a decimal value. We take the first digit of the hexadecimal number, which is a 1. We then go down the left-hand column until we locate the 1. Now we take the second digit of the hexadecimal number, which is a B. We go across the columns until we find the column labeled B. The number shown in the box where these two columns meet is 27. That is the decimal equivalent of a hexadecimal \$1B. Note that a decimal 27 and a hexadecimal \$1B are exactly the same.

Conversion Table

Hexadecimal Code to Decimal Code

1st Hexadecimal (\$) Character

2nd Hexadecimal (\$) Character

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
1	1	16	17	18	19	20	21	22	24	25	26	27	28	29	30	31
2	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47
3	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63
4	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79
5	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95
6	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111
7	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127
8	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143
9	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159
A	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175
B	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191
C	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207
D	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223
E	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239
F	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255

Example: Hexadecimal Code \$1B = Decimal Code 27

The symbol for hexadecimal is (\$).

DISK USE & CARE

Disks are fragile and easily damaged. They contain hours of your work or programs you bought. They'll work for you as long as you give them a little tender loving care.

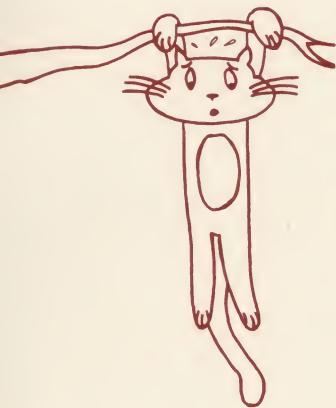
What a disk likes

- Room temperature (if a disk has been exposed to extreme temperature, return it to room temperature before you use it)
- To be stored vertically, like record albums
- To be mailed in commercially designed disk mailers
- Reinforcing center rings
- To be gently inserted into the disk drive
- To have the disk drive closed gently
- Clear and accurate labels, so you'll know where you stored your data
- "Write protect tab" on a commercially produced product to protect it from being erased
- A disk storage case
- A data disk likes to be copied onto another disk, for safekeeping. Then if something happens to your original disk (you get it near a magnetic source, or spill coffee on it), you have a backup copy

What a disk doesn't like

- To be bent or folded
- Static electricity, because it attracts dust (so ground yourself by touching something metal before you touch your disk)
- Extreme temperatures
- To be touched on its surface by fingers, tissues, liquids or solvents of any kind
- Magnetic fields such as magnets, TV sets, telephones, or audio speakers
- To have you write on the disk label or envelope while they are on the disk (do it separately, then affix to the disk)
- Cigarette, cigar, or pipe smoke
- To be left in the drive when the drive is not in use

P.S. Program disks like the HomeWord disk are copy protected. If you try to make a copy you might cause permanent damage to the information recorded on the disk.



What if. . .?

- If you want to protect your HomeWord program disk against accidental erasing. . .
Put one of the enclosed "write protect" tabs over the square notch on the upper right corner of your disk.
- If you put your blank document disk in and nothing happens. . .
Did you prepare ("initialize") your disk? Until you record the HomeWord program on it, a blank document disk is useless.
- If you are using an initialized disk. . .
Don't initialize it again, or you will erase all the text that is on it.
- If you have two disk drives. . .
Choose the "Accessories" icon in "Customize" and tell the computer that you have two drives. Then put your HomeWord program disk in Drive 1 and your document disk in Drive 2.

- If you want to prepare (“initialize”) your blank disk with two disk drives. . .

First you have to tell the computer you have two disk drives (see above). Be sure to save your choice using the **Save Customize Choices** icon. Next, put your original HomeWord disk in Drive 1. Choose the **Disk Utilities** icon and then choose the **Prepare Document Disk** icon. When the computer tells you to insert your document disk, put it in Drive 2. You can ignore the computer’s messages to remove your HomeWord disk. Just keep it in Drive 1 and your own disk in Drive 2.

- If you have no picture on your screen. . .

Make sure that your monitor’s “on/off” switch is “on,” be certain the monitor is plugged into a wall socket, then make sure the connector wire from the computer to the monitor is securely inserted.

- If you are having trouble “finding” the word you want using the “find” icon. . .

Try typing the word you want to “find” in lowercase letters. If, for example, you are searching for “the,” the computer will find all cases, even those beginning with a capital letter. It will also find “these” and “them” and “thermostat” and “Athena.” If you want it to be more selective, place a space before or after (or before and after) the word to find.

- If you want to type in “change” mode instead of “insert” mode. . .

“Insert mode” means that you can insert new words into your text without typing over the top of the words that are already there. “Change mode” means that, as you type the new words or letters, the cursor moves over the top of existing words and you “change” them as you type. Press “CONTROL” and “C” to “Change” text; press the same keys again to go back to inserting text.

- If you try to move your cursor, but instead you're getting nothing but spaces added between your words. . .

You're probably hitting the space bar instead of the directional arrows. The cursor only moves left or right, up or down when you press the right keys. Look on your reference card, or press the Help key (the Atari 400 and 800 don't have a Help key, so you can use the CTRL Key and "Atari symbol" key) to see what keys you should be using.

- If your printer is not printing. . .

Make sure you have paper in the printer, and that the printer is plugged into the wall. Check to see that the cable from the computer to the printer is secure and that the power is on. If you are using an interface module, make sure it is plugged in and the power turned on.

If you do not have an Atari 1025 or 1027 printer, did you tell the computer? To do that, you have to go to the Customize icon. Turn to the section titled "Your Printer" if you need more help.

- If you want to type envelopes or mailing labels. . .

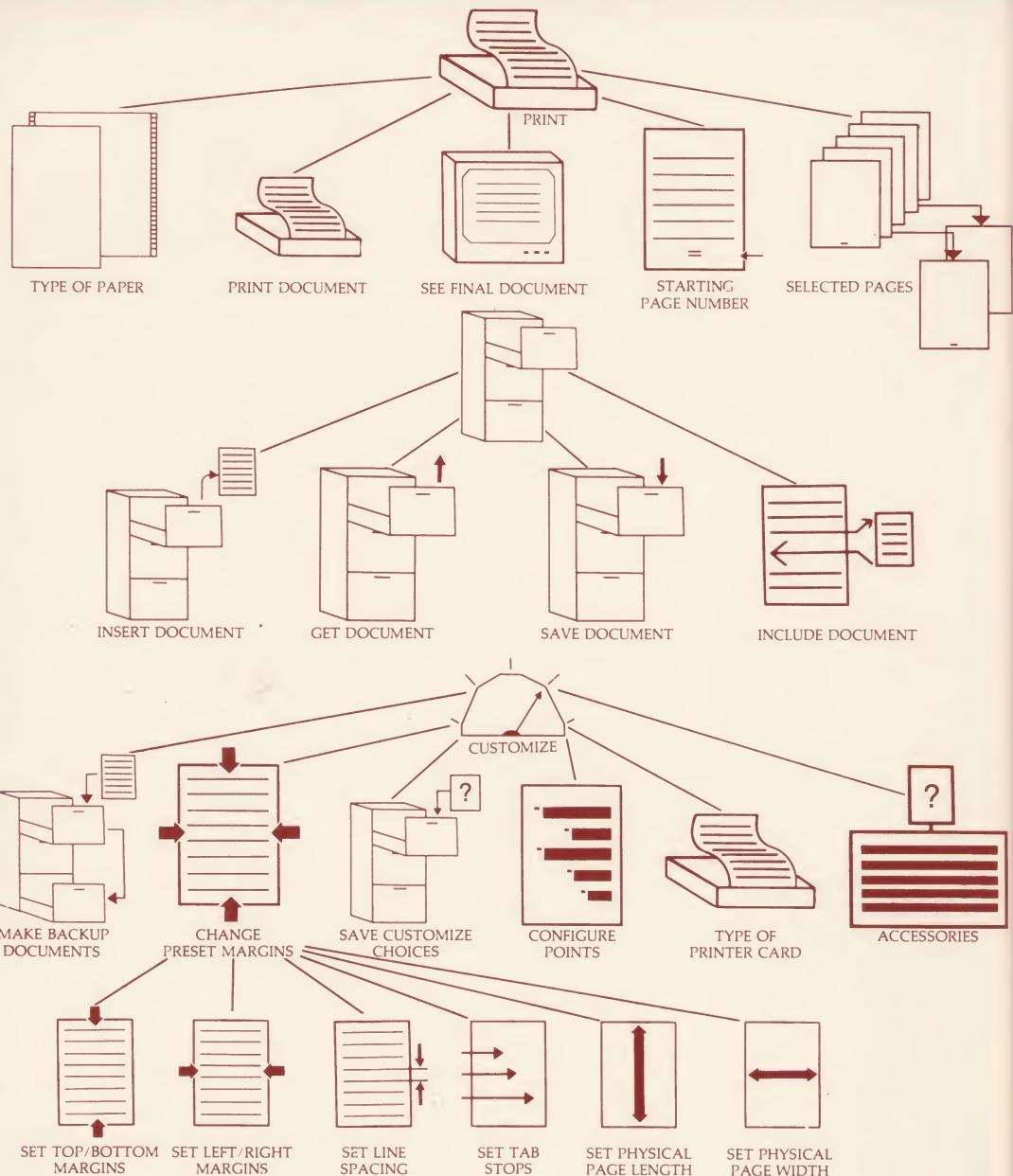
Simply measure the length of the envelope or label (use the one-up mailing labels). There are six lines of print per inch on a page. When you know the number of inches, you can determine the number of lines of print. Now go to Customize. HomeWord has preset the length of page to be 66 lines, and the page width to be 80 columns. Choose the **Change Preset Margins** icon, and then choose the **Set Physical Page Length** and **Set Physical Page Width** icons. Tell the computer the size of the envelope or mailing label. Remember to turn off the page numbering. Then you are ready to go to Print.

If you are still having trouble, call:

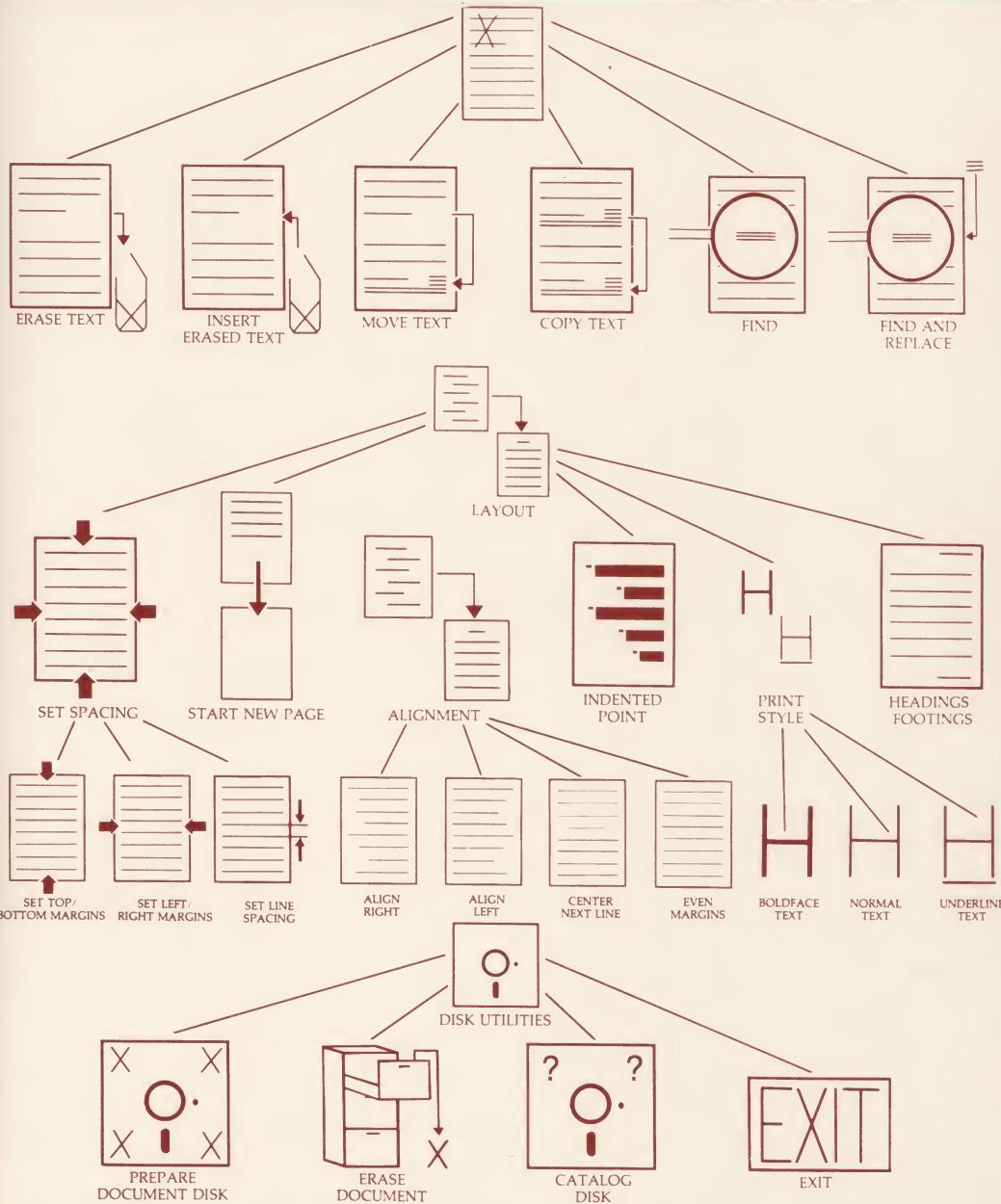
Customer Service Number
(209) 683-6858



ICON FAMILY TREES



ICON FAMILY TREES



GLOSSARY

ASCII code	The computer industry standard that designates how a computer is to interpret a specific electronic signal.
Bullet	Any symbol you want to choose to designate a point level in an outline (preset by HomeWord to be a dot).
CAPS	The key that makes all letters uppercase.
Change mode	The mode that allows you to overwrite (replace) text instead of erasing it and then inserting it.
Character	Any letter, number, punctuation mark, space or special character that you can type.
Command	What you tell the computer to do by pressing certain keys or typing certain messages.
Configure	To set up, to specify.
CONTROL	The key that you press simultaneously with another key to make various cursor moves and to get specific jobs done.
Conversion table	A table that shows you how to convert a value -- you may need to convert hexadecimal numbers into decimal numbers if you want to print special characters.
Convert	To change.
CTRL	The key that you press simultaneously with another key to make various cursor moves and to get specific jobs done.
Decimal	What you usually mean by "number," a number which only contains the digits 0-9.

Default	The way HomeWord is set up to work, unless you tell it otherwise.
Delete	To erase
Delete key	The key that erases the character to the left of the cursor.
Document	Any text you type using HomeWord
Document disk	The disk on which you write your own documents (it must be prepared -- "initialized" -- before you can use it).
Drive	The component of your computer system that reads and transmits to the computer the information magnetically recorded on a disk.
Footing	A subtitle or label that appears at the bottom of your printed page.
Heading	A subtitle or label that appears at the top of your printed page.
Help document	A file stored on your HomeWord disk to remind you of key moves and the "faster than an icon" moves.
Hexadecimal	A number which allows 16 unique digits (represented by 0-9 and A-F).
Icon	A picture of a command.
Icon cursor	The picture frame that surrounds an icon.

GLOSSARY

Initialize	To prepare your own document disk by "branding" the HomeWord program on it.
Interface	A device connected by cables that takes what the computer says and translates it into language that your printer -- or another component of your computer system -- can understand.
K	A computer's way of saying "one thousand" bytes (actually 1,024) of memory: 48K means approximately 48,000 bytes of memory and 64K means approximately 64,000 bytes of memory.
Load, Loading	The process that takes place when the disk drive reads and transmits to the computer the information magnetically recorded on the disk.
Lowercase	Small letters.
Menu	The area on the screen which displays your choices.
Overwrite	To write over words in the text, to replace them.
Paint	(Verb) to highlight a part of the text, either to erase it, to move it, copy it, or to make a choice; (noun) a highlighted portion of text or of selections.

Preset	To inform the computer about specifics -- size of paper, spacing, outline form, etc. -- prior to your use. You may change these values by using the appropriate icons (most of them in the Customize section).
Printed page	The page as it appears on paper. Unless you change the margins, it is 66 lines long, and 80 characters wide.
Screen line	One line of text as it appears on the screen, up to 40 characters to a line, and up to 15 lines to a screen page.
Screen page	The typing area of your screen.
Shift key	The key that makes a capital (uppercase) letter.
TAB key	The key that indents the text.
Uppercase	Capital letters.
Write protect tab	The silver adhesive piece that covers the upper right square notch on your original HomeWord program disk to protect it against accidental erasing.

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NOTES



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